

HS50-OWI-015

Revision E

EFFECTIVE DATE: January 28, 2009

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# ORGANIZATIONAL WORK INSTRUCTION

HS50

## SENIOR LEVEL AND SCIENTIFIC POSITIONS

**APPROVING  
AUTHORITY**

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CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	03/21/05	Revised CD10-OWI-015 Revision B to correct reference under section 3. Applicable Documents from NPD 3000.1 Management Of Human Resources to NPD 3000.1A Management of Human Resources; changes organizational names in section 5 & 9 in accordance with December 12, 2004 reorganization.
Revision	A	08/26/05	Various clerical changes.
Revision	B	03/10/06	Various clerical changes
Revision	C	09/22/2006	Various clerical changes
Revision	D	09/13/2007	Various clerical changes
		07/17/2008	Document Review
Revision	E	01/28/2009	References to "Employee Services & Operations Office" deleted and replaced with: "Human Resources Service Office."

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## 1. PURPOSE

This Organizational Work Instruction (OWI) sets forth the process by which the Human Resources Services Office staffs Scientific and Professional (ST) and Senior Level (SL) positions.

## 2. APPLICABILITY

This instruction is applicable to all ST and SL vacancies at Marshall Space Flight Center.

## 3. APPLICABLE DOCUMENTS

NPR 3317.1 Senior Executive Service Career Appointee Merit Staffing in NASA

NPR 3319.1 Management of Senior Scientific and Technical and other Senior Level Positions

NPD 3000.1 Management of Human Resources

Office of Personnel Management, Senior Executive Service Desk Guide

Title 5 United States Code 3104

Title 5, United States Code (U.S.C.), 5108

Title 5 Code of Federal Regulations, Parts 319 and 534, Subpart E

## 4. DEFINITIONS AND ACRONYMS

- 4.1 Executive Position Managers (EPM's) - Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors, that manage the NASA ST and SL resources system within their NASA organizational jurisdictions. The EPM's implement ST and SL management policy and processes in their organizations.
- 4.2 Executive Resources Panel (ERP) – A panel comprised of three or more career executives. ERP's identify qualified candidates for vacant positions when recruiting outside the SES. ERP's shall be appointed to serve either a fixed term or to assist the EPM with a specific staffing action. The ERP shall include or be composed of employees outside of the EPM's organization, including members from other agencies.

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- 4.3 Scientific and Professional Positions (ST) – Positions that are classified above GS/GM 15 pursuant to 5 U.S.C. 3104, to carry out research and development functions in the physical, biological, medical, or engineering sciences, or a closely-related field, that require the services of specially qualified personnel and is not covered by any other pay system. Promote other OWI on ERPM.
- 4.4 Senior Level Positions (SL) - Positions that are classified above General Schedule General Schedule (GS)/ General Merit (GM)-15 pursuant to 5 U.S.C. 5108, that are not covered by other pay systems.

## 5. INSTRUCTIONS

- 5.1 Guidelines referenced in Section 3 shall be adhered to in all matters related to merit staffing of ST/SL positions.
- 5.2 The ESO ERPM is responsible for:
- 5.2.1 Assuring that NASA and civil service policies and regulations are adhered to in filling ST/SL positions.
- 5.2.2 Advising Center Director on status of ST/SL positions.
- 5.2.3 Preparing applicable documents to - establish, and announce ST/SL positions.
- 5.2.4 Preparing applicable documents to reassign or make other changes affecting existing positions or incumbents.
- 5.2.5 Determining basic eligibility of ST/SL applicants.
- 5.2.6 Maintaining and disposing of records.
- 5.3 Upon notification from the EPM, the ERPM prepares appropriate documents in accordance with applicable instructions and forwards the documents through the Manager, ESO Office; Director, Office of Human Capital; and the Center Director before forwarding to NASA Headquarters for approval.
- 5.4 Actions are processed in accordance with Office of Personnel Management Handbook for Processing Personnel Actions.
- 5.5 ESO personnel enter data into OPM's Executive and Schedule C System.

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## 6. NOTES

None

## 7. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 8. APPENDICES, DATA, REPORTS, AND FORMS

NASA Form 1669, Executive Personnel Action Document.

## 9. RECORDS

Records Type: Vacancy Announcement Folders.

Responsible Party: Executive Resources Program Manager

Location: ESO Office  
Building 4200  
Room 344C

Records Retention Schedule: Records are established, maintained and disposed of in accordance with applicable SES records disposition schedules contained in NPR 3317.1. These records are maintained for 2 years from the date of the initial appointment (or 2 years from the closing date of the announcement if no selection is made) or when audited by OPM, whichever comes first.

## 10. TOOLS, EQUIPMENT, AND MATERIALS

None

## 11. PERSONNEL TRAINING AND CERTIFICATION

None

## 12. FLOW DIAGRAM

None